



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date August 7, 1974	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 4		Date Received AUG 19 1974	Application No. 74-339
3. AGENCY, Division, Subdivision & Administering Office Address Department of Veterans Service; Field Service Division 1 Hunter Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Harry B. Brown, Jr.	
		5. Working Title RMO	6. Tel. No. 656-2332

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series Earliest to Date	9. Exact Series Title Veterans Case Files (Field)
--	---

10. What is the function of the office in which this record series is created?

The Field Service Division administers services related to veterans of Georgia, their dependents and survivors in all matters pertaining to veterans affairs by informing the veteran population and their families about all veterans benefits, and by directly assisting and advising veterans and their families in securing the benefits to which they are entitled.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to veterans who have requested assistance from a field office (see attached listing of offices). Included are various VSO, VA, and other Federal forms used in requesting this assistance (see attached sample). Files are arranged alphabetically.

(Field Office listing attached)
(Sample attached.)

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	1,618	2,310.3		50	75		
Legal-size File Drawers	151.5	284.04	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				1160	4		
Standard Boxes	77	77	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
Non-Standard	4	6.2		20	20	15	10

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ ☒
14. Is there a duplication of this series in another office or agency? ☒ ☐
The record copy is in the Atlanta Office.
15. Is the information contained in this series ever summarized or published? ☐ ☒
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☒ ☐
Not classified, but privileged information.
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
Copies could be obtained from record copy.
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☐ ☒
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☒
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ ☐
Veterans benefits continue to flow for unlimited time.

24. REQUIREMENTS. The following requires the files to be kept See Item 25 years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Georgia Code Annotated, Chapter 78-413.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify)

Destroy contents of individual's file, except summary sheet, 10 years from date of last action. Earlier disposal is authorized. Destroy summary sheet when no longer needed.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	8-7-74		
Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>[Signature]</i>	8-7-74
State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>[Signature]</i>	9-9-74
Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>[Signature]</i>	9-5-74
Attorney General/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>[Signature]</i>	9-10-74

STATE RECORDS COMMITTEE